



# North Carolina Department of Transportation

## Active Claim Resolution Form

Contract No.: \_\_\_\_\_ Division: \_\_\_\_\_  
Claim ID No.: \_\_\_\_\_ Issue: \_\_\_\_\_ County: \_\_\_\_\_  
TIP No.: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Project No.: \_\_\_\_\_ Resident Engineer: \_\_\_\_\_

### The Contractor's Request is for:

☐ An Extension in Contract Time: Amount: \_\_\_\_\_ ☐ Days ☐ Hours

☐ Additional Compensation Amount: \$ \_\_\_\_\_

Date of Written Request \_\_\_\_\_ ☐ Department Initiated

### The Department's Decision is:

#### Extension in Contract Time:

☐ **Granted:** Extend Completion Date: \_\_\_\_\_ ☐ Days ☐ Hours  
Extend ICT No. \_\_\_\_\_ for \_\_\_\_\_ ☐ Days ☐ Hours

#### Additional Compensation:

☐ **Granted** Amount: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Engineer) (Please print)

### Active Claim Resolution Form Instructions

1. Complete the requested project information and the Contractor's request on page 1.
2. Review the Contractor's request and complete the applicable Specifications section(s) on pages 2-4.
3. After consideration of the Contractor's request, complete the decision section on page 1. Include Project Completion Date/ICT Completion Date extensions and/or additional compensation amounts, as applicable.
4. Sign, print your name, and date the form on page 1.
5. Enter the decision in HiCAMS Claims Tracking.
6. Forward completed ACRF-1 form, supporting information, and Contractor's claim to the Division Engineer and cc: Bridge Construction Engineer or Roadway Construction Engineer, State Construction Engineer, and FHWA – if step by step. *(with supporting information and Contractor's claim)*
7. Resident Engineer is to notify the Contractor in writing with a detailed explanation. *(ACRF-1 should not be sent to the Contractor)*
8. Resident Engineer shall submit this **original** completed form with the final estimate.

# Claim Resolution Form

## *Requests for Extensions in Contract Time:*

### **108-10(B)3 Delays To The Contractor's Controlling Operation(s)**

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. According to the Contractor:  
What is the alleged controlling operation delayed? \_\_\_\_\_  
What are the circumstances resulting in the alleged delay? \_\_\_\_\_  
\_\_\_\_\_  
What calendar dates/times was the controlling operation allegedly delayed? \_\_\_\_\_
3. Engineer's Determination:  
What was the controlling operation? \_\_\_\_\_  
Was the controlling operation delayed? ☐ Yes ☐ No  
What are the calendar dates/times the controlling operation was delayed? \_\_\_\_\_  
Was the delay due to circumstances originating from the work required under the contract? ☐ Yes ☐ No  
What were the circumstances resulting in delay? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Did the Contractor pursue the work in accordance with Article 108-1? ☐ Yes ☐ No  
*(This applies to the period prior to the delay or alleged delay.)*
5. Were the delays caused by circumstances beyond the contractor's control and without his fault or negligence? ☐ Yes ☐ No
6. Number of days/hours granted \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **108-10(B)4 Changes In The Work Ordered By The Engineer (Additional Work, Etc.)**

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. What is the category of the request?  
☐ Reduction in Quantities ☐ Elimination of Items ☐ Additional Work ☐ Extra Work
3. According to the Contractor:  
What is the affected operation? \_\_\_\_\_  
What are the calendar dates/times affected? \_\_\_\_\_  
What time extension is being requested by the Contractor? \_\_\_\_\_
4. Engineer's Determination:  
What is the affected operation? \_\_\_\_\_  
What are the calendar dates/times affected? \_\_\_\_\_
5. Did the Contractor pursue the work in accordance with Article 108-1? ☐ Yes ☐ No
6. Number of days/hours granted \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Claim Resolution Form

## Requests for Additional Compensation:

### 104-3 Alterations of Plans or Details of Construction

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. Did the contractor notify the Engineer in writing prior to performing the work? ☐ Yes ☐ No Date of Notification: \_\_\_\_\_
3. Did the Department advise the Contractor in accordance with the Subarticle? ☐ Yes ☐ No ☐ N/A
4. Did the Contractor submit his claim within 120 days after completion of the work? ☐ Yes ☐ No
5. Has the Contractor submitted records as required by Subarticle 104-8(B)? ☐ Yes ☐ No
6. Has the Character of performing the work materially changed? ☐ Yes ☐ No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Has the cost of performing the work changed? ☐ Yes ☐ No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Amount of additional compensation granted \$\_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 104-4 Suspension of Work

1. (a) Was the temporary suspension ordered by the Engineer in writing? ☐ Yes ☐ No If no, go to (b). If yes:  
What are the dates of authorized temporary suspension: \_\_\_\_\_ to \_\_\_\_\_  
Did the contractor notify the Engineer in writing within 7 days of the suspension of his intent to file a claim for additional compensation? ☐ Yes ☐ No Date of Notification: \_\_\_\_\_  
Has the Contractor submitted his written request for adjustment in compensation with cost records, supporting data and information within 14 calendar days of the receipt of the notice to resume work? ☐ Yes ☐ No Go to 2.  
(b) What was the alleged delay? \_\_\_\_\_  
What are the dates of Contractor's alleged suspension: \_\_\_\_\_ to \_\_\_\_\_  
Did the contractor notify the Engineer in writing of his intent to file a claim for additional compensation due to the alleged suspension? ☐ Yes ☐ No Date of Notification: \_\_\_\_\_  
Has the Contractor submitted his written request for adjustment in compensation with cost records, supporting data and information within 14 calendar days after the last day of the period during which he contends the alleged suspension of work should have occurred? ☐ Yes ☐ No Go to 2.
2. Has the Contractor submitted records as required by Subarticle 104-8(C)? ☐ Yes ☐ No (See #3 below)  
Has the Contractor kept records in accordance with Article 109-3 (Force Account Work)? ☐ Yes ☐ No  
Did the Contractor give the Resident Engineer the opportunity to review the records? ☐ Yes ☐ No  
Has the Contractor submitted additional documentation as requested by the Resident Engineer? ☐ Yes ☐ No ☐ N/A  
Has the Contractor submitted cost records on a weekly basis within 7 days? ☐ Yes ☐ No
3. Was the temporary suspension or alleged suspension more than 24 hours in duration? ☐ Yes ☐ No
4. Amount of additional compensation granted \$\_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Claim Resolution Form

***Requests for Additional Compensation: (Continued)***

104-7

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. Did the contractor notify the Engineer in writing prior to performing the work? ☐ Yes ☐ No Date of Notification: \_\_\_\_\_
3. Did the Department advise the Contractor in accordance with the Subarticle? ☐ Yes ☐ No
4. Did the Contractor submit his claim within 120 days after completion of the work? ☐ Yes ☐ No
5. Amount of additional compensation granted \$\_\_\_\_\_ Please explain:\_\_\_\_\_

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105-11

1. Has the Contractor kept records in accordance with Article 109-3 (Force Account Work)? ☐ Yes ☐ No
2. Did the inspection yield acceptable work by the Contractor? ☐ Yes ☐ No If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Are there other entities (utilities, cities or towns, etc.) involved in the payment of the work? ☐ Yes ☐ No  
Were they given opportunity to inspect the work? ☐ Yes ☐ No
4. Amount of additional compensation granted \$\_\_\_\_\_ Please explain:\_\_\_\_\_

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**ADDITIONAL COMMENTS:**This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.